

Quick Tips for Creating Accessible PowerPoint Presentations

- 1. Add alternative text (alt text) to all images and graphics.** Screen readers use alt text to describe pictures. Briefly describe the image or graphic and its context for someone who cannot see it. If your visuals are purely decorative there is no need to write any alt text and can be marked as decorative or blank ``.
- 2. Have a logical reading order for each power point slide.** A screen reader reads the elements of a slide in the order they were added to the slide, which might be very different from the order in which it visually appears. To ensure everyone reads the contents in the order you intend, it's important to check the reading order.
- 3. Use built in slide designs and give each slide a unique title.** Slide designs automatically ensure that the reading order works for everyone. People who are blind, have low vision, or a reading disability rely on slide titles to navigate.
- 4. Use hyperlink texts that are meaningful.** People who use screen readers sometimes scan a list of links. Links should convey clear and accurate information about the destination. For example, instead of using the text 'Click Here', include the full title of the destination page.
- 5. Check text and background colours for colour blind viewers.** Switch to the View tab and select Grayscale. Visually scan each slide in your presentation for instances of color-coding. Use strong contrasts between text and background, so people with low vision can see and use the content. Options might include using dark text on a white or off-white background or using white text on a dark background. White and black schemes also make it easier for people who are colour blind to distinguish text and shapes.
- 6. Use a simple table structure and specify column header information.** Screen readers keep track of their location in a table by counting table cells. If a table is nested within another table or if a cell is merged or split, the screen reader loses count and can't provide helpful information about the table after that point. Screen readers also use header information to identify rows and columns.
- 7. Use closed captions for all audio or videos.** Subtitles typically contain a transcription (or translation) of the dialogue. Closed captions typically also describe audio cues such as music or sound effects that occur off-screen. Video description means audio-narrated descriptions of a video's key visual elements. These descriptions are inserted into natural pauses in the program's dialogue. Video description makes video more accessible to individuals who are blind or visually impaired.
- 8. Avoid using blank cells for formatting.**
- 9. Avoid excess animation.** People can be sensitive to moving or flashing images.
- 10. Use the provided templates as they are pre-approved for accessibility.** The provided templates in PowerPoint are pre-approved for screen readers and other accessibility devices.
- 11. Use the Accessibility Checker.** You can use the Accessibility Checker when you are creating content to see what accessibility errors occur and learn how to fix them.

Helpful links:

[Microsoft PowerPoint Support](#)

[Accessibility Checker](#)